

# **Thayer Street District Management Authority**

## **Board of Directors Meeting**

**Wednesday, September 17, 2008, 10:015 a.m. Public Hearing**

**194 Meeting Street, Commons Room, Alumnae Hall, Brown University, Providence RI 02906**

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### **AGENDA**

**The Thayer Street District Management Authority (“TSDMA”) board meeting was held Wednesday, September 17, 2008 at 10:15 a.m., immediately following the TSDMA Public Hearing. The following Board of Director’s members participated in the meeting: Mr. Darrell Brown, Ms. Gray Horan, Mr. David Shwaery, Mr. John Luipold, and Mr. Andy Mitrelis. Absent board members were Mr. Steve Lewinstein, Mayor Cicilline’s designee (not yet appointed since Mr. Fransisco Ramirez’s internal transfer), Mr. Kenneth Dulgarian, and Mr. Michael Shore, the latter two of whom resigned from the board prior to the Public Hearing. Rosemarie Durette, Steve Gibson, and Sara Strachan, all from Urban Place Consulting, participated by invitation. Ms. Nandini Jayakrishna attended as a member of the public.**

**Approval of the minutes from the August 8, 2008 board meeting**

**Mr. Brown motioned that the minutes from August 8 be amended to reflect that Sanjiv Dhar's nomination to the board will not be as a replacement for Gray Horan, who will remain on the TSDMA board for the immediate future. Mr. Shwaery seconded the motion and the remaining board members approved both the change and the minutes.**

### **Proposed Operating Budget**

**The Fiscal Year 2009 proposed operating budget was approved by all attending members at the Public Hearing held directly prior to the board meeting.**

### **Financial Report/Billing Issues**

**Mr. Shwaery explained the treasurer's report. Mr. Luipold asked about delinquent tax bills and about any net change in assessment income. Ms. Durette explained the 1% monthly fee to be assessed on all delinquent accounts and about the process of putting a lien against a property that is in arrears. She discussed the need for UPC to go through past treasurer's reports and all of the bank statements to see who has paid and who has not, and that notices would be sent out accordingly and in accordance with the law. Any property lien needs to be filed in the City tax collector's office by April 1 to give the owners the required 90 day notice before the property would be put**

up for auction. Mr. Gibson noted that a 3rd party collector (UPC in this case) takes the pressure off of the existing property owners to put a lien on fellow property owners. Bills are expected to be sent with an introductory letter in the next several weeks. Ms. Durette noted that projected income is estimated to be \$1,688 higher in FY 2009 than in FY 2008.

Mr. Shwaery handed off the checks and deposit slips to UPC, who will now be writing all checks, which will still be signed by Mr. Shwaery, and making deposits.

Mr. Luipold motioned that the August financials be approved and Mr. Brown seconded the motion. All attending board members approved.

### **Urban Place Consulting**

Mr. Luipold indicated that he has given the UPC contract to the board but has not received any feedback from Mr. Dulgarian and Mr. Shore. He stated that he would get the contract to Ms. Horan and Mr. Shwaery to review.

Ms. Strachan discussed her two meetings with Sco-Val and Ocean State Janitorial representatives, David Trudeau and David Greco, respectively. Both men indicated that there had been a lack of

consistency in who they reported to and in the immediate supervision of their contracts. Ms. Strachan indicated she would be the point person for day-to-day operations and would stay in communication with each. Both companies are currently operating under verbal contracts. Mr. Trudeau stated that he was unclear of the TSDMA boundaries and would be more aware of graffiti on buildings on side streets. Mr. Greco also indicated he was unclear of boundaries, and he discussed the current daily street cleaning process. Ms. Strachan walked the boundaries of the district with Mr. Trudeau and Mr. Greco, respectively; outlined services rendered; and discussed problem areas for both graffiti and trash collection. Mr. Shwaery indicated that he is concerned that certain side streets were not attended. Ms. Strachan said that she would follow up with Ocean State on his concern.

### **Board Replacements**

Mr. Luipold asked about board replacements and about the resignation of Mr. Dulgarian and Mr. Shore, Chairman and Vice-Chairman, respectively. Mr. Brown spoke with both men directly, and each noted that they had served in their capacities for over two years and had business commitments on which they needed to focus. They expressed their high regard for the TSDMA and think the board is doing a good job. Their resignations are effective immediately. Mr. Brown indicated that the resignations bring new opportunities for different ideas to the TSDMA, a new chance for the board to reach out into the community, and a fresh start to working

with UPC.

Mr. Luipold asked Mr. Mitrelis if he was staying on the board and he said yes, but that he could not take over a leadership role. Gray Horan explained that she had sold her interest in Beadworks and was attending the board meeting in an unusual position, as a local resident instead of as a merchant. She indicated she would stay on the board for the immediate term if permitted. Ms. Durette asked whether she can remain on the board if she is no longer a merchant in the Thayer St. District. Ms. Strachan and Mr. Gibson said they would review the by-laws on the exact board structure (number of property owners, merchants, Mayor's appointees) required.

All agreed that Sanjiv Dhar should receive an appointment letter, and Ms. Strachan said she would speak with him regarding this matter. Mr. Brown indicated that he had sent a request in June to the Mayor's office requesting a board replacement for Fransisco Martinez, but that no one had been designated as of yet. Ms. Strachan said she would send a follow-up letter to the Mayor and would cc: Alix Ogden as well.

Mr. Luipold and Mr. Brown indicated that they had identified Manny Cunard from the Brown bookstore as a potential board replacement. Mr. Luipold said that he would approach Mr. Cunard to gauge his interest level in serving on the board. Mr. Brown indicated that Mr. Cunard would be a Brown appointee but that he is also a merchant.

**However, he stated, if the board is uncomfortable with more than two Brown board appointments, then someone else should be considered.**

**Mr. Shwaery suggested sending a letter to all property owners asking if anyone is interested in filling the two board positions. Ms. Strachan indicated she would send a letter to the current property owners asking for their participation and would include the monthly board meeting schedule as well.**

#### **Other business and comments from board members**

##### **Renewal**

**Mr. Gibson explained that the renewal process is slated to begin in December or after the holidays, and that the renewal needs to be turned in by the end of June, 2009.**

##### **Uniforms for cleaning service**

**Mr. Brown suggested using the current logo of the TSDMA and Mr. Shwaery suggested teal for the cleaning service's shirts (and possibly hats), as this is the color of the logo. Mr. Gibson indicated that UPC might be able to track down some teal polo shirts on which the logo could be printed. Ms. Strachan will follow-up on this matter.**

**Proposed board meeting change to 3rd Wednesday of every month**  
**Mr. Gibson proposed changing the monthly meeting to the 3rd Wednesday of the month, which was approved unanimously by the board.**

#### **Board members' insurance**

**The question was asked whether board members required insurance. UPC indicated that they would follow-up on this and would get a price quote as well.**

#### **Additional improvements**

**In addition to the crosswalks that were completed last year, Mr. Mitrelis asked if any other improvements, such as the widening of the sidewalks, would be completed. Mr. Brown indicated that landscaping and tree plantings had occurred. Mr. Gibson said that all ideas should be looked into. He also commented on the positive feedback received regarding the installation of 192 flower baskets in the DID this year.**

#### **Other Business and comments from non-board members**

**None**

#### **Adjournment**

**Mr. Luipold motioned for the adjournment of the meeting at 11:15**

**a.m., and Mr. Brown seconded the motion.**